

**TRANSFER EXAMINATION
STAFF SERVICES ANALYST (GENERAL)**

Salary Range: A \$2,817 - \$3,426
B \$3,050 - \$3,708
C \$3,658 - \$4,446

Final Filing Date: July 23, 2010

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY This is a transfer examination for the Office of Statewide Health Planning & Development (OSHPD). Competition is limited to employees of the OSHPD who meet the requirements to laterally transfer to the SSA classification. The California Code of Regulation Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfers.

HOW TO APPLY You must complete the Staff Services Analyst (SSA) Transfer Exam Request form. The completed form may be filed in person at the OSHPD Administrative Office or mailed to:

**Office of Statewide Health Planning & Development
Human Resources Services
Attention: Exam Unit
400 R Street – Room 359
Sacramento, CA 95811-6213**

If you have questions concerning this examination please contact:
Sharon Williams at (916) 326-3262

The SSA Transfer Exam Request form must be received in the OSHPD Human Resources Office no later than 5:00 PM on the final filing date. Note: Standard State Application form (Std 678) will not be accepted.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification when required to appear for the examination.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements or other reasonable accommodation, mark the box in question #3 on the transfer form. You will be contacted in advance to ensure that proper accommodations are made. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the OSHPD Exam Unit at (916) 326-3262.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION All applicants must meet the requirements to laterally transfer into the SSA classification by the date they submit their SSA Transfer Exam Request form. Appropriateness of lateral transfer into the SSA classification will be verified by Human Resources staff upon receipt of the completed SSA Transfer Exam Request form.

WRITTEN TEST DATE **August 17, 2010 in Sacramento only.** Depending on the number of participants, you will be notified of the specific time and place of your exam.

EXAMINATION INFORMATION This examination will consist of a written test weighted pass/fail. A passing score on the written test qualifies the candidate for transfer into the SSA classification indefinitely. **Candidates who do not pass the written test must wait a minimum of 6 months to re-apply and re-test.**

WRITTEN TEST SCOPE

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios